

Greeters

Plan to arrive at **10:00**.

Prepare the Welcome Table. Put out:

- * a packet sticky name tags for first time or one-time visitors
- * a few pens
- * the yellow file box of name tags for those who signed up for one
- * and the sign-up sheet for people who plan to return and would like a name tag.

(All of the above are in a plastic container in the cabinet. If we're **low on sticky nametags**, put a note in the Administrator's "mailbox" by the office door.)

Don your BUF name button and a **GREETER** button (found in the cabinet)

Stand at the door to welcome people. Help first time visitors to make out a sticky name tag. If visitors have young children, explain that there is childcare available. Direct them up the stairs or lead them if time allows. Older children will stay for the early part of the service and go to RE when directed. Tell people with babies about the nursery at the back of the sanctuary where childcare is available or they can rock their baby while they listen to the service.

NOTE: If this is a guest's second visit and they plan to come again, invite them to sign up for a permanent nametag. Please ask them to use a ballpoint pen and to **print legibly**.

One-time visitors should not sign up for a nametag.

People who have previously signed up for a nametag can find theirs in the yellow file box. The nametag goes in a plastic sleeve and is worn. Before leaving they can put their nametags in rough alpha order on the nametag racks in the narthex, ready for their next visit.

Once the service begins, close the doors to the narthex and staff the table until **about 10 minutes** before joining the service.

Thank you for helping to make BUF a Welcoming Community!